



TOWN OF ENFIELD

Collection Development Policy Department of Public Libraries

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TOWN OF ENFIELD COLLECTION DEVELOPMENT POLICY DEPARTMENT OF PUBLIC LIBRARIES

I. Purpose of the Policy

The purpose of this Collection Development Policy is to guide library staff in selection of materials, including what subject areas and material types to consider buying, and how much emphasis each item should receive. Additionally the policy informs the public about the principles upon which library staff make material selections.

II. Description of Community Served and Relationship with other Agencies

The Enfield Public Library, which includes the Central Library and the Pearl Street branch library, serves all citizens of all ages who live, pay taxes, or own property in the town of Enfield, Connecticut. Through Connecticard, a statewide cooperative program among Connecticut libraries, it also provides additional services to any Connecticut resident with a valid library card from another Connecticut town. Conversely, Enfield residents may use the traditional services of any other Connecticut library with their valid Enfield library card. Public access computer facilities and reserved book privileges are open exclusively to Enfield Residents.

The Enfield Public Library cooperates with public and private schools, agencies which serve children, nursing homes, community groups, and other municipal departments in the town of Enfield to enhance the services these groups provide.

III. Library Service Goals and the Purpose of the Collection

It is the mission of The Enfield Public Library to provide multiple resources to meet the educational, cultural, recreational, and technological needs of the community. Through excellent customer service, we offer equitable access to all and create a friendly and safe atmosphere of learning. We are proud to serve the greater Enfield community and look forward to an exciting future fulfilling the diverse needs of our town.

The purpose of the library materials collection at the Central Library is to make available library materials for the educational, informational and recreational needs of the community. The subjects and formats of the Pearl Street branch library collection vary with the needs and demands of the immediate neighborhoods. However, the focus of the branch collection is primarily on children's materials and adult reading. Informational materials at the branch are limited to elementary homework and ready reference, and are intended to be supplemented heavily by the Central Library which maintains the broadest scope of materials, and Internet-based electronic resources.



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IV. Objectives for all Areas of Collection Development

The Enfield Public Library subscribes to the Library Bill of Rights, Freedom to Read Statement and the Free Access to Minors Statement, which have been approved by the American Library Association and are appended to this policy. In accordance with these statements, no library material shall be rejected solely because of the subject it treats; the degree of orthodoxy with which the subject is treated; the race, sex, nationality, or the political, social or religious views of the author; or because the material does not happen to be in accord with the beliefs and opinions of librarians or library users. The selection of any given item is not a library endorsement of the viewpoints expressed. Nor are selections made on the basis of any anticipated approval or disapproval, but solely on the merits of the work in relation to the building of the collection and serving the needs of the readers. The library will make every attempt to provide materials representing diverse viewpoints on public issues of a controversial nature.

While the library is aware that one or more persons may take issue with the selection of any items, the library does not have to remove from shelves items purchased in accordance with policy outlined here. Nor will library materials be marked in such a way as to show approval or disapproval and no catalogued item will be removed from the open shelves except for the purpose of protecting it from theft or mutilation. Responsibility for reading matter and media used by children is the responsibility of their guardians. Selection will not be inhibited by the possibility that books or media may come into the possession of children.

V. Criteria and Responsibility for Selection, Selection Guides

The selection of library materials is the responsibility of the library collection team and one of their main assignments is to continuously strengthen the collection by selecting materials of quality, as well as material in demand. Such factors as readability, accuracy, quality of writing, cost, format and existing holdings are taken into account. Reviewing media, standard lists of recommended titles and information provided by publishers are used to make material selections. These include, but are not limited to *New York Times*, *Hartford Courant*, *Journal Inquirer*, *Wall Street Journal*, *Kirkus Reviews*, *Library Journal*, *Publisher's Weekly*, *Public Library Catalog and Booklist*, *School Library Journal*, and the *Bulletin of the Center for Children's Books*.



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VI. Priorities and Limitations of the Collection

Multiple Copies

In order to facilitate access and satisfy patrons' needs, multiple copies of popular titles have to be purchased. This occurs in the case of frequently asked for standard titles, as well as new titles and best-sellers. "Popularity" is judged by the number of reserves and other patron requests. Moderation will be used, however, so that the library does not expend an inordinate amount of funds on titles which rapidly lose their appeal.

User Suggestions

User recommendations are seriously considered, and are judged using the selection criteria above. If any item is deemed inappropriate for the collection because of cost, format or degree of technicality, etc. an attempt will be made to borrow it for the patron through the interlibrary loan network.

Donations and Memorials

The Library does not accept donations unless they relate to specific local history or are acceptable when judged on the same basis as purchased materials. If the collection development team considers that they will be in demand and will upgrade the collection, donated materials will be cataloged and added to the Library collection. If donations are not considered suitable for the library collection, they will be passed along to the Friends of the Enfield Library to be used in their annual book sale fundraiser. All accepted donations to the library will be integrated into the existing collection. Special collections which must be separately shelved will not be accepted.

The Enfield Public Library does not assign a value to the materials donated. The library is prohibited by law from appraising donations or placing a monetary value on gifts, but the Library will send a letter of acknowledgement that can be used for tax purposes. To receive a letter of acknowledgement persons should fill out a book donations form indicating the number/amount of books/materials donated and hand it in at the time the donation is made.

The Library welcomes funds to be used for the purchase of memorials. A thank you note will be sent to the donor, and the family of the person honored will be notified. Materials carry a gift plate showing the name of donor and person honored.



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Withdrawals and Replacements

The American Library Association recommends that annual withdrawals should average about 5% of the total collection so that the Library can maintain an up-to-date and inviting collection. Lack of demand, obsolete or erroneous information and poor condition are the main reasons for discarding. Standard titles of lasting value (unless they are replaced by newer copies) and materials of special interest will not be discarded.

Discarded materials will be marked “discarded” and will not be given to library employees and/or persons in or out of town. Discarded materials of possible interest will be offered to charitable, historical and educational as well as public institutions or sold to the public daily at the Library, or by the Friends of the Enfield Library at their annual book sale.

The Library does not necessarily replace materials which have been discarded due to loss or damage. Demand, number of duplicate copies, adequate subject coverage in the field with remaining materials, and availability of copies elsewhere in the library system are all taken into account when making decisions as to whether or not to replace a given title.

VII. Parameters of the Collection

Print Materials – Adult Collection

The print collection consists of books and periodicals. Selection of these materials requires knowledge of several factors: awareness of current social and political issues, knowledge of the book trade and scope of materials available, knowledge of the needs and desires of the community, and budget considerations.

The library serves a variety of ages, ethnic and educational backgrounds and, therefore, attempts to provide a broad range of recreational and educational materials on several levels and subjects. Particular emphasis is placed on providing books useful to suburban citizens: employment information, information on childcare, family life, education, careers, health needs, home and automobile maintenance, money management and leisure activities; as well as materials which discuss current social and political issues. As the Library is used heavily by school-age children and teenagers to complement materials available in school libraries, attention is given to books on subjects included in the school curriculum. Textbooks for specific courses are not purchased, however, unless they happen to be the most appropriate available source of information in that field. Computer technology, software and manuals will comprise a suitable portion of the collection focus. Where data services may decrease costs and increase services, they may supplant hard copy.



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The Library purchases a broad range of general magazines as well. An effort is made to acquire periodicals which are electronically indexed so that information in them is easily accessible. Because a Library of Enfield's size maintains only popular magazine indexes, scholarly, professional and technical journals are not purchased.

Local History and Town Documents

Local history will be defined as those happenings within the boundaries of the Town of Enfield. Materials and artifacts relating to the history of Enfield will be reviewed to determine appropriateness to the collection. Items not deemed appropriate will be offered to the Enfield Historical Society.

The Library also maintains a collection of Town documents including Town and School budgets, minutes of boards and commissions, annual reports and various special Town reports. Withdrawal of any material from this collection will be made in cooperation with other Town Departments.

Nonprint Materials

The Library maintains a collection of audiobooks, CDs, DVDs, Mp3s, and online database products, as well as multimedia applications, e-readers and an iPad. In order to maintain an alignment with technological change, the Library will study the introduction of new computer hardware and software thereby providing new technologies as a resource.

The Library does not acquire curriculum oriented nonprint media because it is considered the responsibility of the schools and a duplication of their collection. Reciprocal borrowing agreements exist between the schools and the Library to provide such media for patrons who request it. Interlibrary loan is also available for this purpose.

The staff responsible for audiovisual hardware and software selects the adult nonprint media. Review sources such as Library Journal, Wilson library Bulletin, Booklist, Stereo Review, Rolling Stone, standardized lists, patron requests, and use patterns are used to aid in selection.

Weeding of the nonprint media collection is based upon the physical condition of the material, its use, and its availability for replacement.



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Children's Materials

The children's materials collection serves children from birth to approximately age thirteen, as well as adults who care for children. Children's materials represent all reading levels for children through age thirteen and consist of books, magazines, picture books, kits, toys, and videocassettes.

The Head of Children/Teen Services and the Children's Librarian are responsible for selecting children's materials. Materials purchased must meet standards of literary quality, accuracy, variety of viewpoint, and diversity of materials. All materials are accessible to the entire community; there are no restrictions on what circulates, except with regard to items marked "Library Use Only," which are Reference materials that do not leave the library.

Special conditions within all children's age and ability levels are carefully considered; materials are selected for good readers, slow readers, very young children, the disadvantaged, the handicapped, the gifted and the advantaged. The children's collection duplicates materials for the adult collection if interest and reading levels are appropriate and if demand calls for duplication. High interest/low reading level items, easy readers, series novels, adventure stories, graphic novels and comics attract and help children get started in reading. Therefore these kinds of materials are selected but do not displace materials of better literary quality which make up the larger percentage of the permanent collection. Materials will be purchased that will help children learn about their development such as puberty, babies, divorce, and death.

The Head of Children/Teen Services purchases multiple copies of titles in high demand. Materials which become damaged or lost are replaced if they are in demand.

Curriculum materials are the responsibility of the schools. Textbooks and classroom media will not be purchased to support the curriculum or specific classes. In some cases, multiple copies of nonfiction and reference works will be purchased to meet the demands of mass assignments.

VIII. Extending Resources

The Library cannot purchase every item of value or all materials which may be requested, but will extend its resources through cooperation with other libraries and through the active use of Interlibrary Loan. The Library participates in two interlibrary loan systems which facilitate the borrowing of material: Library Connection Consortia, which includes local public, university and special libraries, and whose holdings are accessed through the SIRSI Workflows computerized library system which has access to holdings of major U.S. libraries



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through the Online Computer Library Center network. The library may also initiate its own interlibrary loan request, if it is known that a particular library owns a needed item.

In addition, libraries belonging to Library Connection are developing a coordinated cooperative Collection Development Program wherein Libraries will work together to reduce duplicate purchases of expensive items and specialize in particular areas.

School Cooperation

While the purpose of the public library partly differs from that of the school library, the two will make strong efforts to cooperate. For example, they will monitor holdings and support assigned summer reading lists, software lists, lists of expensive items, so that they can supplement each other's resources rather than duplicate them unnecessarily. The school library system will also continue to alert the public library of future mass assignments, so that measures can be taken (putting books on short loans, buying more copies, etc.) to better serve the student population.

Above all, the regular communications between school and public libraries will be maintained and even furthered. Collection development policies for school and public libraries may continue to be distinct; however, they will have to take each other's guidelines into consideration in order to be most effective.

IX. Evaluation of the Collection

The process of collection development requires that staff be aware of the demands of the community and that it identify strengths and weaknesses of the collection, so that weaknesses can be corrected and strengths maintained. In order to do this, library staff shall evaluate the collection every five to eight years. Methods of evaluation include: analysis of unanswered reference questions, reserves and interlibrary loan requests to determine areas of weakness and analysis of demographic data to determine changes in the composition of the community. After compiling and analyzing data, staff can formulate a plan of systematic collection development.

X. Requests for Reconsideration of Material

If a patron seriously objects to a particular item in the collection, the following procedure should be followed:

The patron will be asked to fill out a form (see Appendix) detailing objections to the material. The form will be referred to the Library correction team responsible for the selection of the material type in question, who will investigate and recommend action. If the issue remains unresolved, it will be presented to the Library administration for a decision.